

DEPARTMENT OF THE ARMY
St. Louis District, Corps of Engineers
210 Tucker Blvd., North
St. Louis, Missouri 63101

DR 690-1-870B

LMSPO-S

Regulation
No. 690-1-870B

14 March 1983

Civilian Personnel
DESIGNATION OF BENEFICIARY

Supervisors should file this regulation in
Section V of the Supervisors Handbook

1. Purpose. To inform all employees of:
 - a. Benefits due a survivor or survivors.
 - b. Order of precedence of payment of benefits.
 - c. Procedure to designate a beneficiary when employee desires payment other than the order of precedence.
2. Applicability. This regulation applies to all employees of the St. Louis District.
3. References.
 - a. FPM Supplement 831-1.
 - b. FPM Supplement 870-1.
 - c. FPM Supplement 990-2, Book 554.
4. Responsibilities.
 - a. Personnel Office, Technical Services Branch, is responsible for:
 - (1) Assisting and counseling employees on proper completion of designation of beneficiary forms.
 - (2) Certification of designation of beneficiary forms.
 - b. Employees are responsible for review of their own personal situations with the order of precedence. In instances where the order

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of precedence is not desirable to the employee, appropriate designation forms should be completed. Otherwise, payment may be made other than that intended by employee. Any designation may be cancelled or modified at any time by execution and filing of a new form.

5. Benefits due a survivor or survivors.

a. Unpaid Compensation.

- (1) Unpaid Salary, both straight time and premium pay.
- (2) Payment for sick leave lawfully granted and used up to the date of death.
- (3) Lump-sum payment for unused annual leave.
- (4) Differentials and cost-of-living allowances for overseas service.
- (5) Uncashed checks.
- (6) Balance in Savings Bond account.
- (7) Net amounts of all undelivered or unnegotiated salary checks drawn in favor of the deceased.
- (8) Amounts due for payment of cash awards.

b. Federal Employees' Group Life Insurance.

c. Civil Service Retirement. A designation of beneficiary under the Civil Service Retirement Act is for lump sum benefits only. If a deceased employee is survived by a widow or widower and/or child or children entitled to immediate or delayed survivorship benefits, their entitlement to such benefits cannot be altered or defeated by the execution of a designation of beneficiary. This designation may be used to dispose of retirement deductions and accrued interest in the absence of anyone entitled to such benefits, or the amount remaining in the employees' account when entitlement of the survivors for annuity benefits have ceased.

6. Order of Precedence - for payment of all benefits listed in paragraph 5.

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a. To the beneficiary or beneficiaries designated by the employee in writing. In order to be recognized, such designation must be received prior to the death of the employee.

b. If there is no such beneficiary, to the lawful widow or widower.

c. If neither of the above, to the child or children in equal share, with the share of any deceased child distributed among the descendants of that child.

d. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.

e. If none of the above, to the executor or administrator of the estate.

f. If none of the above, to the next of kin as determined under the laws of the State in which the insured/annuitant was domiciled.

7. Procedure to Designate a Beneficiary. It is not necessary to designate a beneficiary if the order of precedence established by law is satisfactory. However, if it is desired to designate other beneficiaries, the following procedures should be followed:

a. Unpaid Compensation - Employee must complete SF 1152 (in duplicate). After certification by the Personnel Office, original is filed in Official Personnel File, duplicate is returned to employee. This designation is automatically cancelled upon transfer to another agency or upon separation. Note: DA advises that single employees, including widows and widowers, should be advised that a designation of beneficiary, whether or not in the order of precedence, will in most cases expedite payment. Designation of beneficiaries are also advisable when evidence of a valid marriage is not readily available; this includes instances in which the employee does not have and cannot easily secure a certificate of a ceremonial marriage or evidence of death or divorce dissolving a prior marriage.

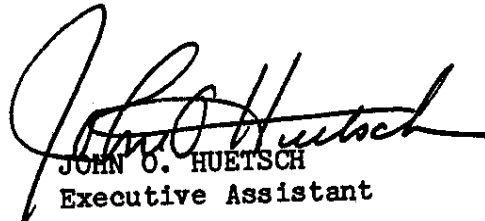
b. Federal Employees' Group Life Insurance. Employee must complete SF 2823 (in duplicate). After certification by the Personnel Office, original is filed in the Official Personnel File, duplicate is returned to employee. This designation is automatically cancelled when an employee transfers to another agency, except by mass transfer; thirty-one days after employee ceases to be insured; on the day a

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retired employee's annuity terminates; or on the day compensation benefits terminate or the employee is held able to return to duty.

c. Lump Sum Retirement Benefits. Employee must complete SF 2808 (in duplicate). Both copies are forwarded by the Personnel Office to the Office of Personnel Management in Washington, D.C. Original is retained there, duplicate is sent back to the employee. All designations of beneficiary for lump sum retirement fund benefits filed prior to 1 September 1950 have been cancelled by law.

FOR THE COMMANDER:


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